



Diigo Training

Welcome to Diigo! Diigo is a website that allows students to conduct and annotate research as well as share resources and collaborate with a large audience without printing any paper. Teachers can create forums to use as discussion boards as well as share resources with students in a central location that they can access anywhere.

Before you begin, be sure to check that your students have signed their internet agreements as well as check their agreements in IC to check for names on internet. Make parent contact as necessary.

Step By Step Instructions for Creating an Account

1. Log on to the computer
2. Open Internet Explorer
3. Open Diigo from favorites
4. Join Diigo, this lets you create a teacher account by requesting an educator account in which they will send you an email usually within 24 hours.
5. Sign in to Diigo.
6. Go to My Groups
7. Create a group, fill out the form and select create. Skip the email invite and continue.
8. Go to Teacher Console from the top tool bar
9. Select your group/add members
10. Select Option 1 in order to set up accounts for kids without email addresses.
11. Now you can enter names or download a CVS file from IC, there can help you create this.
12. Create usernames and passwords but **be sure to check your preferences for the profile piece at the top in the green box prior to creating.**

Step by Step Instructions for How to Use Diigo

1. Once you are logged on to a computer, open Diigo from favorites and log in.
2. Go to My Groups and select your group.
3. Open a new tab and search as usual.
4. Once you have selected a website and wish to annotate, open diigolet from favorites. This will bring up a tool bar at the top of the website.
5. Highlight as needed and bookmark to make comments in your group
6. Sticky note with comments, bookmark and post to your group
7. Go back to your group and refresh in order for new bookmarks to show up.